

<p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	<p>Policy Number</p> <p style="text-align: center;">27-12-03</p> <p>Date Filed</p> <p style="text-align: center;">January 12, 2005</p>	<p>Total Pages</p> <p style="text-align: center;">2</p> <p>Effective Date</p> <p style="text-align: center;">May 26, 2005</p>
<p>Authority/References</p> <p>KRS 196.035, 439.480(2), 439.550, 533.020, 533.030 P&amp;P ACA 3-3130, 3-3132 ,3-3136, 3-3179, 3-3201, 3-3210</p>	<p>Subject</p> <p style="text-align: center;"><b>INITIAL INTERVIEW</b></p>	

## I. DEFINITION

“Initial interview” means the first face-to-face meeting between the officer and the offender.

## II. POLICY and PROCEDURE

The initial interview shall be conducted within three (3) working days after an offender begins a term of supervision. (3-3201, 3-3210)

### A. Parole Case

During the initial interview for a newly released parole case the officer shall request that the parolee present a copy of the signed parole certificate and make a copy if one (1) has not previously been received by the officer. (3-3136)

### C. Probation Case

During the initial interview for a new probation case, the officer shall obtain a copy of the order of probation and place it in the case folder.

### B. During the initial interview of a new offender, the officer shall:

1. Read and discuss the conditions of supervision document, including any special conditions ordered by the releasing authority or officer and provide the offender a copy.
2. Complete the initial assessment on a probation or parole case within thirty (30) days after the offender's release. If the initial assessment is not completed prior to, or during the initial interview, when completing the conditions of supervision document, the offender shall be placed on the high risk level of supervision and the case supervised accordingly until the initial assessment is completed. If, after completing the initial assessment, the level of supervision differs from the level of supervision marked on the conditions of supervision document during the initial interview, a new

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conditions of supervision document shall be completed and signed by the offender and officer and marked appropriately. (3-3130, 3-3136)

- a. If an offender is unable to report to the Probation and Parole office due to being in a treatment facility or other institution, the officer shall make every attempt to contact the client in writing and by telephone, and advise the client to report immediately upon his release.
  - b. If an offender is probated and is required to serve jail time as a condition of probation, the officer shall add the offender to his caseload and conduct the initial interview with the offender while the offender is still in custody. If the offender is currently serving a period of incarceration concurrently with a period of probation, the case shall be carried on an active caseload and the appropriate probation custody document completed.
3. Advise the offender of the next scheduled report day and office hours.
  4. Explain the releasee report document to the offender.
  5. Explain the available community resources, if needed, and make any referrals as ordered by the releasing authority or stipulated by the officer in the Conditions of Supervision document.
  6. Advise the offender of the grievance procedure established by the Division of Probation and Parole. (Refer to CPP 27-12-06 for specifics of grievable and non-grievable issues and specifics of time requirements.)(3-3179)
  7. Enter the offender information into the case management system within three (3) working days following the initial interview.

C. Interstate Compact Cases

If an out-of-state offender is accepted for transfer to Kentucky and reports to the Probation and Parole office, the officer shall follow the procedures outlined in this policy.